FRESNO PACIFIC UNIVERSITY

Continuing Education

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To Whom it May Concern:

The purpose of this letter is to clarify the status of the Continuing Education courses offered through Fresno Pacific University.

These **graduate** courses are offered to those who have completed undergraduate and/or graduate degrees, as well as teaching credentials. They are not part of a graduate degree program; however, both on-campus and fully online degree programs are offered by Fresno Pacific University.

The semester units of college credit are equivalent to semester "hours." The Continuing Education courses are designed with the standard of one unit of college semester credit being equivalent to 15 hours of instruction plus assignments according to the minimum Carnegie standard. Coursework offered for college credit adheres to 45 hours per semester unit for the 900-level courses. Students have up to one year to complete the courses, which are offered independently via correspondence or online study. Transcripts are available by request upon completion of course requirements.

Another question raised on occasion is whether or not our courses are "upper division." The term upper division is defined by our institution as undergraduate level. The Continuing Education courses are post-baccalaureate, or beyond upper division.

I trust this provides you with a better understanding of our program. Should you have additional questions, please feel free to contact us.

Sincerely,

Linda Thomas Matoian

Linda Thomas Matoian, PhD
Executive Director, Continuing Education